

**ANNEXURE – VIII**  
**Proforma for referring proposals for promotion to the TPSC**

1. Name of Department :-
2. Names and Designations of members of the Departmental Promotion Committee. (Copy of the orders constituting the DPC to be attached).

NAME	DESIGNATION	OFFICE TELEPHONE NO.

3. Grade or post to which promotion is to be made

Designation	Classification	Scale of pay	No. of posts in the grade		Pmt.- Tmp.- Total-	No. of vacancies falling in the promotion quota.		
			Filled	Unfilled	Filled on an ad-hoc basis	Existing	Anticipation	Total
Chief Inspector, Motor Vehicles	Group-A (Gazetted)	Rs.13575/- 37000/- (PB:4) + GP Rs.3700/-						

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4. Recruitment Rules for the grade/post
- (a) Date of which the Recruitment Rules were notified in the Gazette of Tripura and TPSC reference No. under which they were proved. If the UPSC was consulted the No. and date of the Department Communication of the Recruitment Rules to the Commission. :- Department issued Notification on 12-08-2013. TPSC reference No.6(393)-SM/TPSC/2013 /10297 dated 17-06-2013.
- (b) Method of recruitment prescribed :- 100% by promotion
- (i) \_\_\_\_\_ % direct recruitment.
- (ii) \_\_\_\_\_ % Promotion.
- (iii) \_\_\_\_\_ % deputation/Transfer.
- (c) Whether on up-to-date copy of the recruitment rules has been enclosed (this should invariably be sent for reference). If any changes in the Recruitment Rules have been agreed to by the Commission after they were notified, details should be attached, If, after the approval of Recruitment Rules any other post has been created which should normally be included in the field of promotion, give details. :- Copy enclosed.
5. Grade or post from which promotion is to be made.

Designation	Classification	Scale of pay	Requirements prescribed for eligibility for promotion	In a concessional grading required to be given for promotion of SC/ST officers from this grade/post indicated in Item 3 above under any instruction issued by the Government ?
Senor Inspector, Motor Vehicles	Group-B Gazetted.	Rs.13575/- 37000/- (PB:4) + GP Rs.3500/-	3 years regular service in the grade of Senior Inspector, Motor Vehicles.	

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6. TPSC reference No. under which promotions to the grade/post were last considered. (If the last consideration was made by the UPSC, attested copies of all connected papers to be enclosed). :- No.F.6 (433)-SM/TPSC/2013 dated 03-01-14.
7. Seniority list :-
- (a) Whether a seniority list as in the prescribed proforma (Appendix – I) has been enclosed. :- Yes.
- (b) Whether all eligible officers, including those on deputation etc. are included. :- Yes.
- (c) Whether the list, before finalisation, was circulated to all concerned. :- Yes.
- (d) Whether there are any officers whose seniority has not been finalized. If so, give details. :-
- (e) Whether the seniority list (Appendix – I) has been duly authenticated by an officer not below the rank of Under Secretary to the Government of Tripura. :- Yes.
- (f) Whether the list has undergone any changes since it was last placed before the DPC. If so, give details in Appendix – I (A). :- Yes.
8. Character rolls :-  
Complete and up-to-date character rolls of all the eligible officers are required.
- (a) Whether a list (in duplicate) has been attached showing the names of officers whose character rolls are enclosed with this reference ? :- Yes.
- (b) Are the character rolls complete and up-to-date ? (Character rolls should be sent only after they have been completed). :- Yes.
9. Integrity Certificate Whether an Integrity Certificate has been enclosed. :- Yes.

10. Self-Contained Note for the DPC. Whether a self contained note for the DPC, explaining the proposals for promotion has been enclosed. :- Yes. Enclosed.

Signature .....  
Designation .....  
Date .....

Vide Item 7(e) of the DPC proforma \_\_\_\_\_ Appendix – I Seniority list of officers in the grade of Sr. Inspector, Motor Vehicles..... as on .....

Sl. No.	Name of the Officer	Date of Birth	Date of regular appointment to the grade	TPSC ref. No. in which recommended/ap proved. If UPSC recommended/ap proved the appointment an attested copy of the letter to be enclosed.	Post held substantively	Remarks
1	2	3	4	5	6	7

\* Signature of authenticating Officer .....  
Designation .....  
Date .....

\* To be signed by an officer of or above the rank of Under secretary.

Vide item 7(f) of DPC Proforma – Appendix – I (A).

Particulars of changes in the seniority list.

(i)

Names of the Officers which are included in the last seniority list but have been deleted in the present seniority list.	Reasons for deletion
1	2
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
(ii)Names of officers added in the present seniority list :	
1.	
2.	
3.	
4.	
5.	